



## Bulletin

### Mentoring of students at the Physics Department by PhD students of the Max-Planck Institutes

Due to the rising number of students at the department and the continuously increasing standards in students mentoring the Physics Department is seeking to employ experienced tutors for students training. In the past especially for first and second year students tutorials were conducted by senior students. These mentors should now be replaced by graduate students. On 15.11.2006 the Physics Department has thus decided that all PhD students who will have their PhD exam after the 1.4.2010 at the **Physics Department at the Universität Stuttgart** need to participate in the departments teaching. Participation will be documented in form of teaching certificates. **Two of these teaching certificates** are necessary for being admitted for the PhD exam at the department.

1. Teaching certificates are acquired by tutoring student lab courses or exercises. One teaching certificate comprises teaching for 2 SWS i.e. one exercise group or one afternoon lab course per week for one semester. At the end of the semester the person in charge of the respective course where teaching has been done will name all tutors to the dean who will dismiss the certificates. The Physics Department will send the certificates to the PhD students.
2. PhD students who teach lab courses in the electronic or advanced lab courses teach more than the mandatory 2 SWS or one afternoon per week teaching obligation. This additional amount of teaching is payed for. Extra payment of PhD students from the university is done via a change in their respective working contracts while PhD students from the Max-Planck Institutes get an extra "teaching contract".
3. The demand for teaching assistance for the upcoming semester will be advertised by the course manager of the Physics Department. Allocation of tutorials commences in the course of a general meeting at the end of each semester to which the course manager of the department will invite. The date of this meeting will be announced by the Physics Department via e-mail to all PhD students. PhD students which are prevented to attend this meeting can obtain an open position via e-mail. The general meeting will be replaced by an online procedure as soon as possible. The PhD students will be informed about the online procedure by the Physics Department via e-mail.
4. PhD students from the Max-Planck Institutes receive contracts to cover their insurance while they teach at the university. The insurance cover includes the mentoring of students as well as the commutation to and from work at the Universität Stuttgart.
5. To cover extra work extending over several semesters like e.g. "computer administration" each institute or department can indemnify one PhD student from teaching duties.
6. The faculty dean can dismiss students from teaching obligations if there should be no need for tutors.

Inquiries and questions can be send to the physics department course manager, phone: 685-64983 (e-mail: [martin.guessmann@itp1.uni-stuttgart.de](mailto:martin.guessmann@itp1.uni-stuttgart.de)) or to the deans office, phone: 685-64818 (e-mail: [dekanat@f08.uni-stuttgart.de](mailto:dekanat@f08.uni-stuttgart.de)).

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